

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Candidate's Name] for [specific position or opportunity] at [Recipient's Company/Organization]. I have had the pleasure of working with [Candidate's Name] for [duration] at [Your Company/Organization], where [he/she/they] has been [describe the candidate's role and responsibilities].

During [his/her/their] time with us, [Candidate's Name] demonstrated exceptional [mention specific skills or qualities, e.g., leadership, problem-solving, teamwork]. One example of this was when [provide a specific instance that illustrates the candidate's strengths].

In addition to [his/her/their] professional skills, [Candidate's Name] is a [mention personal traits, e.g., reliable, hardworking, dedicated] individual who consistently seeks to improve [his/her/their] work and contribute positively to the team. [He/She/They] also took the initiative to [describe any relevant projects or contributions].

I am confident that [Candidate's Name] will bring the same level of commitment and excellence to [Recipient's Company/Organization] as [he/she/they] has here at [Your Company/Organization]. I highly recommend [him/her/them] without reservation.

If you have any questions or would like to discuss [Candidate's Name] further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Position]